



OPEN EXAMINATION AUDITOR I

FILE IN PERSON: MARCH 28, 2006

BULLETIN RELEASE DATE:

JB60-4175 6HA30



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement, may take this examination, which is competitive.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the State Personnel Board website at:
http://www.spb.ca.gov/employment/employment_app2.htm and at the testing offices shown below.

MAILED APPLICATIONS WILL NOT BE ACCEPTED

Applications are available and must be **FILED IN PERSON** on **March 28, 2006**, from 8:30 AM to 4:30 PM at one of the following **DEPARTMENT OF HEALTH SERVICES, AUDITS AND INVESTIGATIONS LOCATIONS:**

AUDITS SECTION—BURBANK
1405 N SAN FERNANDO BLVD., RM 203
BURBANK, CA 91504 (818) 295-2622

AUDITS SECTION—FRESNO
1782 E BULLARD AVE., RM 101
FRESNO, CA 93710 (559) 446-2458

AUDITS SECTION—GARDENA
19300 SOUTH HAMILTON AVE., RM 280
GARDENA, CA 90248 (310) 516-4757

AUDITS SECTION—RANCHO CUCAMONGA
10390 COMMERCE CENTER DRIVE, SUITE 130
RANCHO CUCAMONGA, CA 91730 (909) 481-3420

AUDITS SECTION—RICHMOND
850 MARINA BAY PARK WAY, BUILDING P LOBBY
RICHMOND, CA 94804-6403 (510) 620-3102

AUDITS SECTION—SACRAMENTO
1500 CAPITOL AVE., LOBBY
SACRAMENTO, CA 95814-5006 (916) 650-6634

AUDITS SECTION—SAN DIEGO
5755 METROPOLITAN DRIVE, SUITE 102
SAN DIEGO, CA 942108-4402 (619) 688-3200

AUDITS SECTION—SANTA ANA
28 CIVIC CENTER PLAZA., RM 875
SANTA ANA, CA 92701 (714) 558-4434

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING INFORMATION: If you have a disability and need special arrangements, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FILING INSTRUCTIONS: Applications must be **FILED IN PERSON** on **March 28, 2006**, at one of the above locations.

TESTING PERIOD: A candidate may be tested only once in a 12 month period.

SALARY RANGES: \$2902–\$3529 per month.

INTERVIEW DATE: It is anticipated that interviews will be held in March 2006.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: An Auditor I, after orientation and training, will typically be assigned to assist experienced state auditors in making field audits of the accounts, records, business organizations, state agencies, or other governmental jurisdictions subject to state regulation. As the Auditor I gains experience, he/she will independently make audits or assist with audits of broader scope and greater difficulty.

Positions exist with the Department of Health Services in the following office locations: Burbank, Fresno, Gardena, Granada Hills, Ontario, Rancho Cucamonga, Richmond, Sacramento, San Diego, San Francisco, and Santa Ana.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below by **the filing date**. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all experience listed. College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc.

Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

SPECIAL PERSONAL QUALIFICATIONS: Willingness to travel and work away from the headquarters office.

EXAMINATION INFORMATION: This examination will consist of a Qualification Appraisal Panel (QAP) interview weighted 100%. The QAP will include a number of predetermined job-related questions. Competitors who do not appear will be eliminated from the examination process.

EXAMINATION SCOPE: In addition to evaluating candidate relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Business law and how the concepts relate to the audit process.
2. General Accounting/Auditing principles used to conduct audits.
3. Accounting standards (i.e., general ledger, purchase journal, accounts payable ledger) to calculate and verify transactions and data.
4. Debits and credits and how they function through the audit process.

SKILLS TO:

1. Organize a variety of facts, statistics, and data related to an audit into a logical, sequential order to clearly and concisely present and convey the information in written and/or verbal formats.
2. Objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.

ABILITY TO:

1. Reason logically in the course of daily work.
2. Understand and follow written and verbal instructions and directions for the completion of assigned work tasks.
3. Recognize when more information is necessary.
4. Research and obtain necessary information to identify solution to problems.

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **18** months after it is established.

VETERANS' PREFERENCE: Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379